

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**SENIOR PARALEGAL - 1822**

NOTE: formerly SENIOR LEGAL ASSISTANT

**DEFINITION:**

Under direction, to train, supervise and review the work of subordinate Paralegals within a work unit; to perform the more difficult, complex and sensitive paralegal duties; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Assigns, monitors, and evaluates the work of subordinates;
- Develops and conducts on-going training programs to keep subordinates apprised of changes in office policy and legal procedures;
- Participates in recruitment and selection of new employees;
- Recommends and administers performance management systems;
- Performs paralegal duties involving the more difficult, sensitive, and/or high profile criminal and civil cases;
- Monitors cases where restitution has been ordered by the court and when restitution is not made, drafts recommendations to the court for revocation of probation;
- Drafts a variety of legal documents including interrogatories, complaints, defense pleadings, motions to compel discovery, responses to discovery motions, pretrial statements, requests for admissions, notices to produce and responses to notices to produce;
- Prepares cased digests and summaries and drafts legal memoranda;
- Reviews case files and recommends documents to be obtained and witnesses to be interviewed;
- Locates and produces witnesses and interviews witnesses to obtain information;
- Coordinates with local, state, and federal agencies to obtain witnesses and defendants from jail or prison and to return individuals after court appearances;
- Fingerprints witnesses, defendants and others;
- Responds to calls from attorneys in court during trial to provide information;
- Investigates complaints to determine if charges should be filed and makes recommendations to attorneys;
- Reviews legislative initiatives and makes recommendations to attorneys regarding the effects of proposed legislation;
- Drafts new and revised City ordinance language to be reviewed by attorneys;
- Reviews and revises contract language to be reviewed by attorneys;
- Acts as a liaison to City Departments to provide answers to routine legal questions and to research the more complex questions and provide research information to attorneys;
- Assists deputy city attorneys with administrative/court hearings and/or City Council meetings;
- Identifies, requests and examines various public records;
- Arranges for subpoenas duces tecum and depositions;
- Prepares drafts of deposition questions and summarizes depositions;
- Conducts legal and statistical research and performs related work.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

One year of full-time experience as a Paralegal with the City of San Diego. Possession of a valid California Class C Driver License.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

